

OGC Has Reviewed

2. Attention is directed to the fact that employees who had the maximum accumulation of 60 days or more unused annual leave at the close of business 31 December 1951 must take all leave earned in the calendar year 1952 before 21 December 1952 or lose it. Employees who had less than 60 days accumulated at the close of business 31 December 1951 and who will not have 60 days accumulated at the close of business 20 December 1952 must use all leave earned in 1952, and not used, prior to 1 July 1953.

3. Administrative and supervisory officials of the Agency shall afford employees every possible opportunity to use their accumulated annual leave to prevent loss thereof under the above quoted statute.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

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21 Aug -

P 2 written in accord with copy next below
at the request of [redacted] JG

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